

## **FIRE CHIEF**

(Promotional Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses one position whose primary duty is planning for and overseeing the operation of a full-time and volunteer fire department for the city. The fire chief is responsible to the mayor and city council and is directly responsible for the supervision of personnel and maintenance of facilities and equipment assigned to the department. In addition to all administrative functions required, the fire chief often assumes full command of operations at a fire or emergency scene. Work may be physically strenuous and is often hazardous in nature.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Administrative duties include managing the operation of the entire department, setting management policies, goals, and objectives for the department, monitoring and evaluating local conditions which may become fire or safety hazards, defining and implementing departmental operations that will help the city obtain favorable ISO ratings, investigating all accidents involving department equipment or personnel, determining the cause, and planning and implementing procedures to avoid future accidents; investigates complaints against department personnel and determines action to be taken; oversees the work of all subordinate department employees; sees that discipline is maintained, counsels employees experiencing work problems, meets and works with employee groups, and performs any other duties necessary to promote peace and harmony within the department.

Duties in the area of financial management include accounting for money and assets of the department, gathering information to be used in compiling budgets, purchasing equipment and supplies for the department, and authorizing the expenditure of funds in accordance with the budget.

Provides for the maintenance of all department records and reports and personally completes assigned records; handles correspondence addressed to the fire department; compiles data needed for reports and writes reports; writes specifications for new fire department equipment.

At the scene of a fire or emergency, sizes-up the emergency scene and deploys personnel and equipment, supervises the

activities of subordinate employees, directs rescue, forcible entry, fire extinguishment, ventilation, salvage and overhaul, protection of exposures, pump operations, first aid, CPR, and emergency medical services; takes charge of all safety procedures; handles hazardous materials; maintains emergency scene communications; provides for the needs of emergency scene personnel and coordinates the work of fire fighting and law enforcement personnel.

Performs public relations duties such as representing the department to the public, answering questions on the work of the fire department or any related areas of emergency services; fosters a positive public image of the work of the department; coordinates the work of the department with related local, state, and federal agencies.

Develops a program for and oversees department training; conducts classroom training, drills and evolutions, and "on-the-job" training.

Enforces fire prevention laws; personally inspects or directs inspections of buildings; recommends changes or additions to fire prevention codes; reviews plans and blueprints for new construction; collects information for pre-fire planning; secures the scene of a suspected arson fire to preserve evidence, collects and labels evidence; investigates to determine the cause, origin, and circumstances of the fire and assists arson investigation personnel who may complete the investigation.

Supervises the management and maintenance of equipment and property and the management of supplies for the department by performing duties such as testing or directing the testing of equipment to see that it meets applicable standards; arranging for repairs and checking after repairs to verify that these were correctly accomplished; maintaining inventory of necessary supplies and equipment; meeting with sales representative to review products; and ordering and disbursing supplies.

Performs related duties as assigned or required.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and being a qualified elector of the State of Louisiana.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties

of the position, with or without accommodation.

**MUST MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS****EITHER**

Must have a bachelor's degree in fire science, fire administration, business administration, public administration, or a related curriculum and at least five (5) years of progressively responsible experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

**OR**

Must have an associate degree in fire science, fire administration, or a bachelor's degree in an unrelated curriculum and at least seven (7) years of progressively responsible experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

**OR**

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education and at least eight (8) years of progressively responsible experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

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